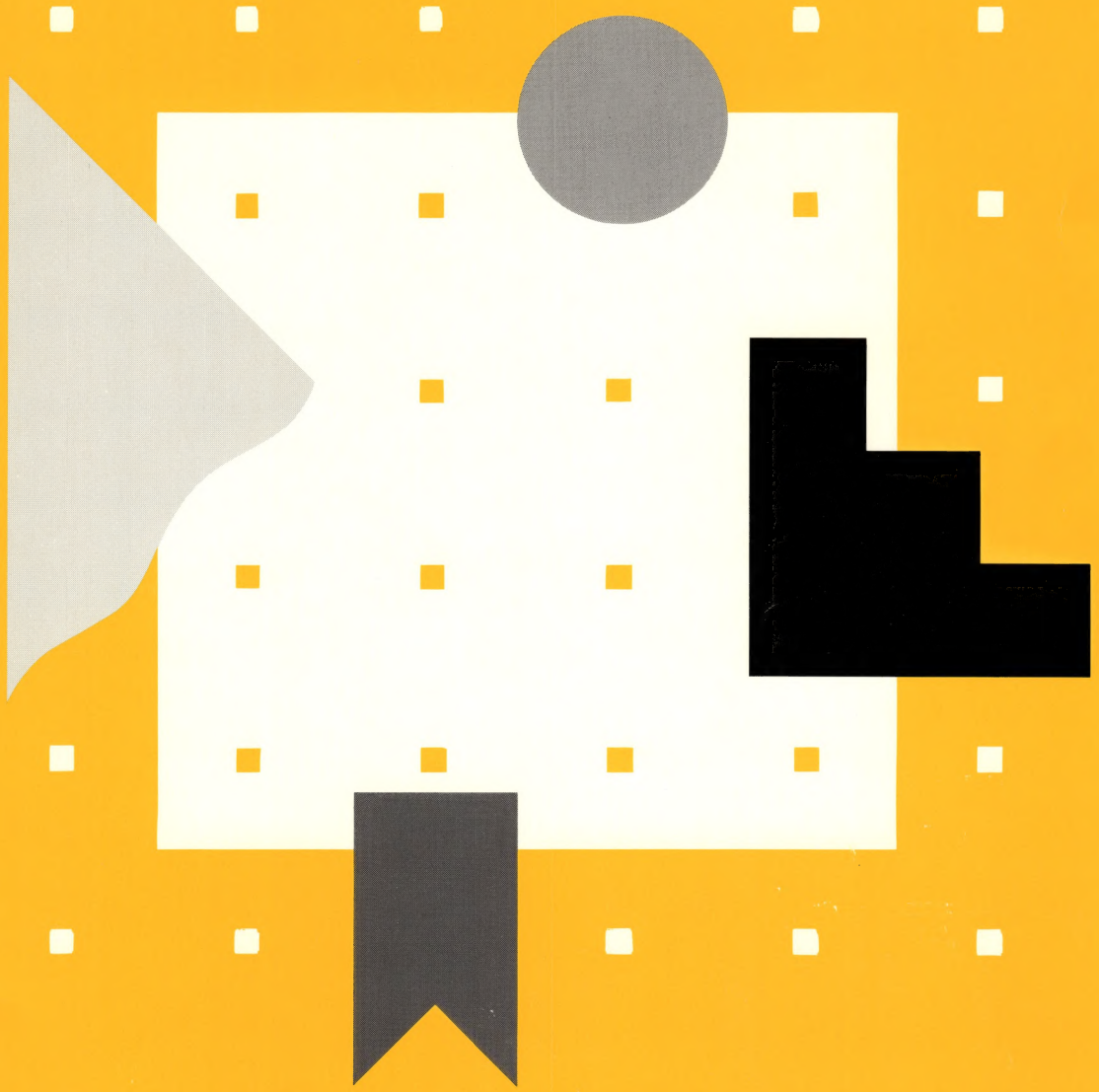
THE New Print Shop®

Reference Manual

Version for the IBM/Tandy



Broderbund®

THE NEW PRINT SHOP®

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COPYING THE PROGRAM

This software program and manual have been designed to be as convenient and easy to use as possible. Therefore, we have not copy-protected the program. You may make a working copy of The Print Shop provided that such a copy is an essential step in the utilization of The Print Shop with your own computer and that it is used in no other manner. A copy may also be made for archival purposes provided that all archival copies are destroyed in the event that continued possession should cease to be rightful. All other copying and distribution is strictly prohibited.

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1. INTRODUCTION

The Print Shop is an exciting, versatile, easy-to-use program that turns you into an instant artist and typographer and your computer into a well-stocked stationery store. You'll save time and money while having fun exercising your creativity in new and interesting ways.

The Print Shop comes with a huge selection of graphics and fonts to use in designing your own greeting cards, signs, posters, and stationery. Within minutes of starting the program, you'll be able to print personalized greeting cards, customized banners, special certificates, and more—all without special skills or equipment. The Print Shop includes everything you need to produce professional-looking:

- Greeting cards
- Invitations and announcements
- Stationery and letterhead
- Banners
- Certificates
- Signs
- Posters
- Calendars

Color computer paper comes in the box, so that you can print something jazzy right away. And if you have a color printer, you can print multi-colored designs!

In addition to the graphics supplied with this program, you can import pictures from the earlier version of The Print Shop and from the many libraries of Print Shop graphics on the market.

This manual will give you lots of ideas for projects. You're limited only by your imagination. So let yourself go—experiment, explore. We predict that in no time at all, The Print Shop will become a rewarding part of your life.

POWERFUL NEW FEATURES OF THE PRINT SHOP

High Resolution

This updated version of The Print Shop gives you crisper graphics with more detail—higher resolution—than previous versions. The pictures look better on the screen, and they print with professional quality.

WYSIWYG

You can preview the design as you go—**W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et.

Multiple Graphics and Fonts

You can have more than one picture on a page and use more than one font for the text. You can even use different sized graphics and fonts on the same page.

Print Quality

Choose between four contrast levels to control the density and darkness of your printed design. In addition to the usual dot-matrix printers, you can print on 24-pin printers, color printers, and laser printers.

Color Preview and Printing

You can print a project in color if your system includes a color printer and 640K of RAM. You will also need a hard disk. To preview the project on screen in color, you will need an EGA card with 256K, and an EGA monitor. If you want to preview in color, just press Alt-F10 from one of the Project Menus.

Special Effects

You can create all kinds of special effects with the Customize feature—distortion, mirror images, even change text to graphics for more flexibility. You can also choose to have the image outlined, raised, shadowed, or in 3-D.

Posters

Multiple-page printing capability allows you to create giant posters. Create a welcome home sign as big as a garage door!

Certificates

Signs can become impressive-looking certificates. You can use the included full panel graphics for a more professional look.

With this powerful new Print Shop, you are the artist, and you control the program. You can design and redesign in any order you want, working with your project on screen until it's just the way you want it. This design procedure is easy, foolproof, and fun. And your printed product will turn out exactly as you envisioned it.

USING THIS MANUAL

This manual introduces you to The Print Shop's capabilities and shows you how to use all its exciting features.

Getting Started

Chapter 2 describes what's in The Print Shop box and what equipment you need to use it. You will learn how to make a backup copy, install The Print Shop on a hard disk (if you have one), start the program and set up your printer. Selecting from menus and using a mouse are also discussed in this chapter.

Quick Start

Chapter 3 is a tutorial providing an overview of common features with step-by-step instructions for creating a greeting card. Once you know the basic skills needed to create a greeting card , you can create every project in The Print Shop.

The Basics

Chapter 4 includes descriptions of the basic steps for any of The Print Shop's projects—choosing borders; selecting and placing graphics; entering and editing text; and customizing, saving, and printing the project.

The Projects

Chapter 5 describes each of The Print Shop's projects in depth—greeting cards, signs and posters, letterheads, banners, and calendars.

Special Features

Chapter 6 describes the special features of The Print Shop—Name File, Quick Print, the Graphic Editor, and Setup. You will learn how to create custom name lists, text and graphics for paste-up, and special effects.

Creative Ideas

Chapter 7 helps your imagination go wild by giving you examples of exciting new projects you can create.

2. GETTING STARTED

REQUIREMENTS

The Print Shop Includes

The Print Shop Program Disk
Data Disk 1 (Fonts and Graphics)
Data Disk 2 (Multicolor Graphics and Full Panels)
The Print Shop Manual
The Print Shop Quick Reference Card
Color pinfeed paper and envelopes
(The 3.5″ version of The Print Shop includes:
The Print Shop Program Disk and a Data Disk.)

What You Need

IBM PC,™ PC/XT,™ PC/AT,™ PS/2™ or PC compatible
512K memory (640K for color printing)
DOS 2.1 or higher
Hard disk required for color printing
Graphics card and monitor (color or monochrome)
Printer (See back of box for list of printers supported)

Nice To Have

Microsoft Mouse or compatible
Formatted disks for saving designs
Color printer ribbons

SETTING UP THE PROGRAM

Making Backup Copies of the Disks

It is a good idea to make backup copies of your Print Shop disks. They are not copy protected and can be backed up with the DISKCOPY command. You should have three blank formatted 5¼″ disks on hand or two 3.5″ disks. (For information on formatting disks, see page 6.) If you are using 3.5″ disks, you need only complete steps 1 through 9.

1. With a copy of DOS in drive A and a new blank disk in drive B, type **DISKCOPY A: B:** and press **ENTER**.
2. At the message "Insert source disk in drive A . . . " remove the disk in drive A and replace it with The Print Shop Program Disk.
3. When you are certain that you have the Program Disk in drive A and a blank disk in drive B, press any key.

   The information from the Program Disk will be copied onto the blank disk. When the process is complete, you will be asked "Copy another diskette?"
4. Remove the disk in drive B and label it The Print Shop Program Disk.
5. Type **Y**.
6. Replace the disk in drive A with Data Disk 1.
7. Insert another blank disk in drive B.
8. When you are certain that you have Data Disk 1 in drive A and a blank disk in drive B, press any key.

   The information from Data Disk 1 will be copied onto the blank disk. When the process is complete, you will be asked "Copy another diskette?"
9. Remove the disk in drive B and label it The Print Shop Data Disk 1.
10. Repeat steps 5 through 9 to copy Data Disk 2.
11. When you are asked to "Copy another diskette?", type **N**.

You will now be returned to the A> prompt and have backup disks for The Print Shop Program Disk and Data Disks 1 and 2. Use the backup disks from now on and store the original disks in a safe place.

Formatting Data Disks

DOS does not allow the user to format disks while a software program is active and on screen. You must therefore format your data disks at a DOS prompt before starting up The Print Shop.

If you are using a computer with floppy disk drives only, insert your DOS disk in drive A. If you are using a hard disk system, change to the directory that contains DOS. Starting at the DOS prompt:

1. Type **Format B:** and press **ENTER**.

   You will be prompted to "Insert new diskette for drive B: and strike ENTER when ready."

2. Insert a blank disk in drive B and press **ENTER**.

   When the formatting is complete you will be asked if you wish to "Format another (Y/N)?" Type **N** if you are finished formatting and wish to return to the A> prompt. Type **Y** if you wish to format more disks.

   If you don't have a hard disk, it is a good idea to keep several formatted disks available since you will need them in order to save your work. You will also need a formatted disk on which to save special color data if you wish to print in color and don't have a hard disk.

Installing the Program

The installation procedure works for both hard disk and floppy disk systems.

1. Start your computer as usual.
2. Insert The Print Shop Program Disk into drive A.
3. If the DOS prompt is not A>, type **A**: and press **ENTER**.
4. Type **Install** and press **ENTER**.
5. Follow the directions on the screen.

   The program automatically marks the default (most commonly used setting) with an *. If you want to use the default selection, just press the ENTER key. If you want to select a different option, simply type the number of the desired option from the list that appears on screen *without pressing* ENTER afterward.

   - Disk drive configuration: Simply select the appropriate number from the list on screen. If you are using a hard disk, the most common directory is NEWPS since that directory is automatically set up by the installation program. If you decide to use some other directory name, substitute that name throughout this manual whenever you see "NEWPS."
   - If you already have the original version of The Print Shop installed on your hard disk and you want to keep it for some reason, be sure to install this new version in a different directory.
   - If you copied all of the New Print Shop files to your hard disk without running the Install program, you will need to run Install before running The Print Shop so that the program knows where to look for certain files. Just type **Install** while you are in the directory you created for The Print Shop. Then choose option 4, "Reinstall on Hard Disk System."

6. When the process is complete, store the master copy of The Print Shop Program disk in a safe place.

Once you have finished the installation, you can start your first project. You will not have to install The Print Shop again unless you change the equipment you are using with your computer.

Throughout the rest of this manual, when you are told to use The Print Shop program, you should use this working copy of The Print Shop.

USING PRINT SHOP FILES FROM AN EARLIER VERSION

You must convert your old Print Shop files (graphics, borders and fonts) to use them with this new version of The Print Shop. You only need to do this once, and then you can use them anytime you like. When you are finished, you will have two disks—or two sets of disks—one containing the original files and one with the new, converted files.

You will need formatted, blank disks for the conversion process—one for each disk containing files you want to convert. If you are using a hard disk, you may store the converted graphics on it instead.

When you have the formatted disks ready, start the computer as usual.

1. Insert Data Disk 2 in drive A. (Insert the Data Disk, if you have 3.5″ disks.) If you have The Print Shop installed on a hard disk, change to The Print Shop directory, if necessary, by typing **CD \ NEWPS** and press **ENTER**.
2. Type **CONVERT** and press **ENTER**.

   You will be able to convert all of your Print Shop graphics from the earlier version. In addition, if you do not have a color printer, you can still use the multicolor graphics provided with The New Print Shop by converting them to single color graphics at this point.
3. Follow the directions as they appear on the screen.

STARTING THE PROGRAM

Once The Print Shop has been installed on your computer, you are ready to start.

Floppy Disks

1. Turn on the computer with your DOS disk in drive A.
2. At the A> prompt, remove the DOS disk and insert the working copy of The Print Shop Program disk into Drive A and Data Disk 1 into drive B.
3. Type **PS** and press **ENTER**.

   The Print Shop title screen displays while the program is loading. When the Main Menu appears, you can start using The Print Shop.

For most computers, the program will automatically identify the display adapter. However, if you are using an EGA adapter and want to have the program displayed in CGA you may do so simply by typing **PS C** at the A> prompt and pressing **ENTER**. This is useful if you want the on-screen text to be larger for easier reading.

Note: If your computer is an AT&T 6300, you will need to identify the type of display adapter you are using before starting the program. To do this: if you have a CGA adapter, type **PS C** at the A> prompt and press **ENTER**; if you have an EGA adapter, type **PS E** and press ENTER.

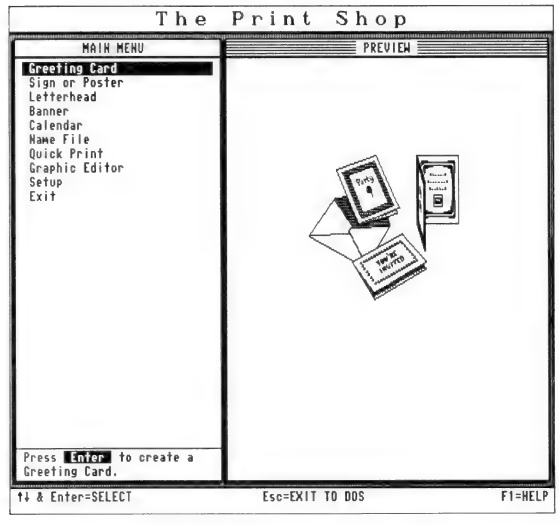
Hard Disk

1. Turn on the computer.
2. At the C> prompt, type **CD\NEWPS** and press **ENTER**.
3. Type **PS** and press **ENTER**.

   The Print Shop title screen displays while the program is loading. When the Main Menu appears, you can start using The Print Shop.

For most computers, the program will automatically identify the display adapter. However, if you are using an EGA adapter and want to have the program displayed in CGA you may do so simply by typing **PS C** at the DOS prompt and pressing **ENTER**. This is useful if you want the on-screen text to be larger for easier reading.

Note: If your computer is an AT&T 6300, you will need to identify the type of display adapter you are using before starting the program. To do this: if you have a CGA adapter, type **PS C** at the A> prompt and press **ENTER**; if you have an EGA adapter, type **PS E** and press **ENTER**.



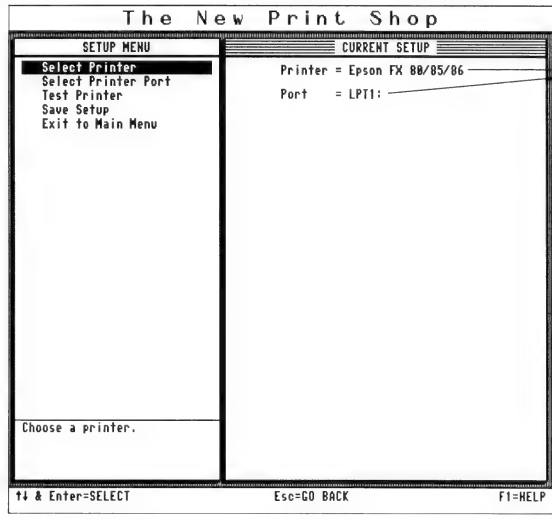
SETTING UP YOUR PRINTER

Before proceeding, it would be a good idea to set up your printer so that you will be prepared to print your finished card.

1. If you have not already done so, start The Print Shop following the instructions on the preceding pages.
2. Select *Setup* from the Main Menu by using the arrow keys or mouse to move the highlight to *Setup*.

3. Press the **ENTER** key.

   The Setup Menu will appear with *Select Printer* highlighted and a default printer setup outlined in a Current Setup window alongside.



   The default setting is an Epson FX 80 or FX 85 attached to parallel port 1 (LPT1:).

   If your system is configured in this way, proceed to Step 9 of these instructions to test your printer.

   If any of the default component settings do not match your system, please continue with these Setup instructions. You need only specifically set up that part of your computer system (Printer or Printer Port) which differs from the default settings. Any changes you make will be reflected in the Current Setup window.

4. Choose *Select Printer* by pressing **ENTER**.

   A list of compatible printers appears on the right side of the screen.

5. Select your printer from the list by using the arrow keys to highlight the correct printer. Note: Users of laser printers should select one of the HP LaserJet choices, since The Print Shop only supports laser printers that are 100% compatible with the Hewlett-Packard LaserJet, with one exception. Users of the IBM Personal Pageprinter should select that printer from the list.

   Color printers have two entries: a monochrome (single color) version and a color version. If you do not have a color ribbon in your printer or if you only want to print in a single color, select the monochrome version of the printer. This will result in faster printing times.

6. Press **ENTER** when the correct printer is highlighted.

7. Choose *Select Printer Port* from the Setup Menu.

   A list of possible printer ports appears. The LPT (1 and 2) ports refer to parallel ports and the COM (1 and 2) ports refer to serial ports. If you are unsure of what this means, please consult your printer manual or DOS manual.

8. Select the printer port to which your printer is currently attached.

9. Turn on your printer.
10. Select *Test Printer.*

    If your system has been setup correctly, your printer will print the words "Welcome to The Print Shop."

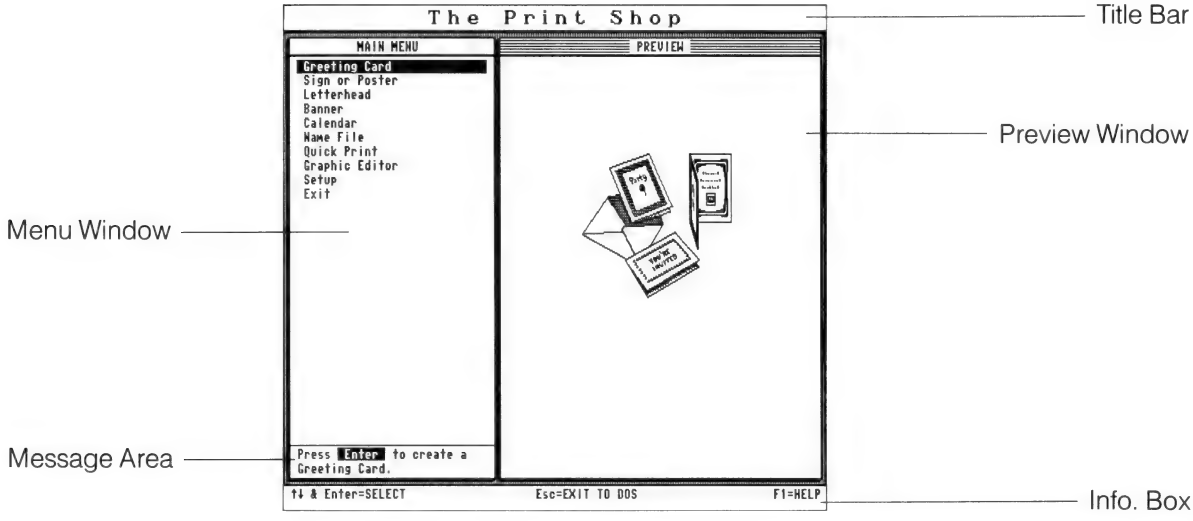
    If you get any other results, please go back and verify each item in the Setup.
11. Select *Save Setup.*

    This will save your settings and return you to the Main Menu.

    If you choose *Exit to Main Menu,* the settings you chose will only be used in the current session of using The Print Shop. If you want to keep the settings permanently, be sure to choose *Save Setup.*

USING THE MENUS

All of The Print Shop menus work in the same way. A list of options from which you may choose is displayed on the screen.



Info Box

The Print Shop always displays an Info box at the bottom of the screen to tell you how to use the menu:

- How to make a selection
- How to go to the previous screen
- How to get Help

Message Area

In addition to the Info box, messages are displayed as you use the program. These messages tell you how to complete the next step.

Choosing from the Menu

Move the highlight to the option of your choice and press the ENTER key.

When a list is longer than can be displayed on one screen, an arrow appears on the title bar. A down arrow symbol indicates more selections will be displayed when you press the Pg Dn (Page Down) key; an up arrow symbol indicates that pressing the Pg Up (Page Up) key will display the previous screen.

Moving the Highlight

The keys on the numeric keypad move the highlight. (On most keyboards, these keys won't work if the Num Lock key is pressed.)

Up Arrow	Up one item in the list
Down Arrow	Down one item in the list
Home	Beginning of the list
End	End of the list
Pg Up	Up one screen
Pg Down	Down one screen

If you want to return to the last selection you made, press the ESC key.

Using a Mouse

If you have a mouse connected to your computer, you need to have the mouse driver loaded before you start The Print Shop. If you are unsure of how to do this, consult the manual that came with your mouse. The Print Shop works with the Microsoft mouse and compatibles.

You can use the mouse to select from the menus. Move the mouse to cycle the highlight through the various menu choices. Click the left mouse button to make your selection.

Pressing the right mouse button is the same action as pressing the ESC key.

The Print Shop does not work with a joystick.

GETTING HELP

Help is always available from any point within The Print Shop by pressing F1. The help messages are "context-sensitive." They will provide instructions for whatever menu is on screen when you press F1. Some help messages are more than one screen long. To see more help, press ENTER. To return to the program, press the ESC key.

KEEPING TRACK OF THE STEPS

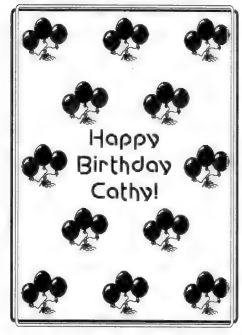
As you finish the various stages of your project, a check mark appears on the Project Menu to show that the step is complete. The next item on the list is automatically highlighted, ready for your selection. You can choose any item on the menu and repeat any step, even if it is checked. Customize is an optional step which you don't need to create beautiful signs and greeting cards, but if you want some special effects in your design, Customize gives you more flexibility.

3. QUICK START

This tutorial shows you how to produce a simple project with The Print Shop. When you finish the greeting card described here, you will know the basics for creating most of The Print Shop's projects.

If you have not already installed The Print Shop, do so now. The instructions are in the previous chapter.

The greeting card you will make in this quick lesson looks like this:



Instructions

The instructions in this tutorial follow a two-step format. The numbered steps tell you what action to take. The bulleted steps tell you how to take it.

If you know how to perform an action, simply perform it and ignore the bulleted steps. If you are unsure of how to perform the action, proceed through the bulleted steps one at a time.

For example:

1. Start the program.
   - Type: **PS**
   - Press: **ENTER**

If you know how to start the program, start it and skip the remaining instructions. If you do not know how to start the program, follow the bulleted steps.

Boldface

Note the boldface in the above instructions. Characters you type and keys you press are printed in boldface.

Highlight

Use the Up and Down arrow keys on the Numeric Keypad to move the highlight bar through a list.

You may also use a mouse to highlight and select a listed option. Move the mouse to change the position of the highlight and press the left mouse button to make your selection.

Pressing the right mouse button performs the same action as pressing the ESC key.

CREATING THE FRONT OF A GREETING CARD

In this tutorial you will create a greeting card for someone's birthday. The front and inside of the card have the same three elements: a border, graphics, and a message. Once you have created the card, you'll learn how to make a few simple changes.

Starting at the Main Menu:

1. Select *Greeting Card* by pressing **ENTER**.

   Your options are to design your own greeting card, use a ready-made card, or load a card that you had saved previously.

2. Select *Design Your Own* by pressing **ENTER**.

   Now you must decide whether to make a Side Fold card or a Top Fold card.

3. Specify a Side Fold card.

   - Press **ENTER**.

   You are now at the Project Menu, with the Preview Window (which is currently blank) on the right side of the screen, and the Front Menu on the left with *Border* highlighted. This is the screen that you will see most often when using The Print Shop. As you go through the steps on the left side of the screen, the Preview Window shows your choices and what your design looks like as you go along.

4. Select the border for the outside of the card.

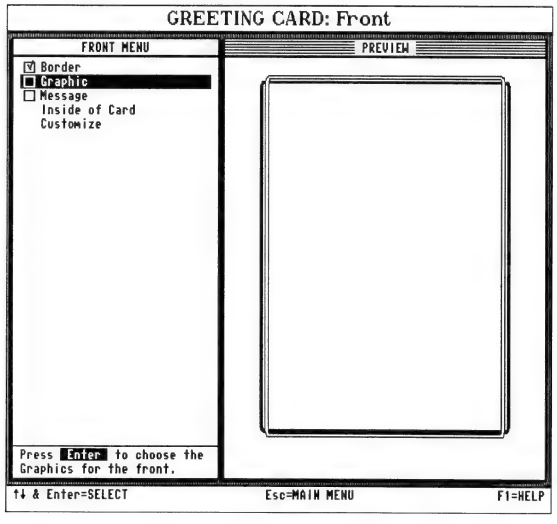
   - Press **ENTER** to select *Border.*

     The names of two border files appear, one containing wide borders and the other containing original style thin borders.

   - Highlight the *THIN* file to select the *type* of border you will use and press **ENTER**.

     The border names are displayed with the highlighted one shown in a window on top of the Preview Window.

   - Highlight the *Neon* border and press **ENTER**. When you move the highlight through the list of borders, an example of each border is displayed in the Preview Window.



Once you select the border, the Preview Window displays your choice and you are returned to the Front Menu. Note that the Border menu choice has a check mark to indicate you have completed that section for the front of the card, and the highlight has moved to the next item, *Graphic*.

5. Specify the graphics for the front of the card.

   - Press **ENTER** to specify *Graphic*.

     Pressing the down arrow key will scroll through the various layouts you can choose for your design. For this example, however, we will be using the first layout, *Small Staggered*.

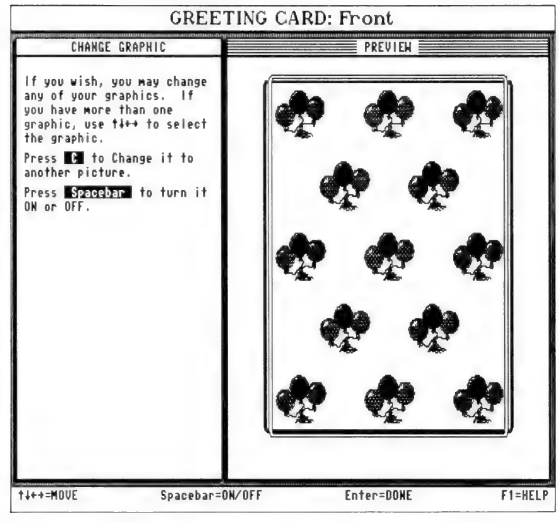
   - Press **ENTER** to specify the *Small Staggered* layout.

     The Preview Window shows the proposed graphic layout and the Menu Window lists the files, which contain graphics and patterns. (The number of files listed may vary.)

   - Highlight the *GRAPHICS* file and press **ENTER**.

   - If you would like to scroll through the graphics, use the up and down arrow keys. But we will again be using the first choice in the list, *Balloons*, so you only need to press **ENTER**.

   The graphics are displayed in the Preview Window with a message on the left telling you how to change the graphics.

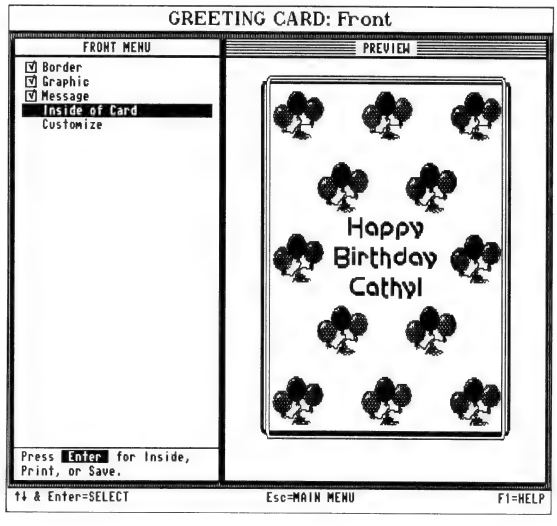

GREETING CARD: Front
CHANGE GRAPHIC
PREVIEW
If you wish, you may change any of your graphics. If you have more than one graphic, use ↑↓↔ to select the graphic.
Press C to Change it to another picture.
Press Spacebar to turn it ON or OFF.
↑↓↔=MOVE
Spacebar=ON/OFF
Enter=DONE
F1=HELP

In order to make the message easier to read, we will clear a space in the middle of the layout.

- Use the arrow keys until the Balloon graphic in the very center of the layout is highlighted.
- Press the **Spacebar** to turn it off.
- Press **ENTER** to indicate you have completed the graphic selection and placement.

6. Enter the message on the card.
   - Press **ENTER** to specify *Message*.
   - Highlight the *Sonoma* font and press **ENTER**.
   - Press **ENTER** to specify the *Solid* style.
   - Type **Happy** and press **ENTER**.
   - Type **Birthday**, and press **ENTER**.
   - Type **Cathy!** (or choose another name). Do not press ENTER.
   - Press the **F8** Function Key to center the message in the text area.
   - Press the **F10** Function Key to see how the message will look in the font you have chosen.
   - When you have finished admiring your work, press any key to continue creating your card.
   - Press **ESC** to indicate that you have finished entering text. (You can also use **Ctrl-ENTER**.) At other times, if you are not centering your text top to bottom, you may want to use the ENTER key to get to the bottom of the page. When you run out of room, a message box will come up warning you that you are about to exit the message portion of greeting card. If you are finished entering text you can just continue, but you will also have an opportunity to go back to editing if you need to.

   The preview displays the front of the card.



   The *Inside of Card* selection is now highlighted.

   In this example, we have not chosen any multicolor graphics, but if we had, you could preview the card in full color by pressing Alt-F10. Color preview is only available if your computer system is equipped with an EGA card and monitor and you have chosen a color printer in Setup.

7. Press **ENTER** to display the Inside Menu.

CREATING THE INSIDE OF A GREETING CARD

The steps for making the inside of the greeting card are exactly like those for the outside—choose a border, choose graphics, and add the message.

1. Select a border.
   - Press **ENTER**.
   - Highlight the *WIDE* file to select the type of border you will use and press **ENTER**.
   - Highlight *Balloons* and press **ENTER**.

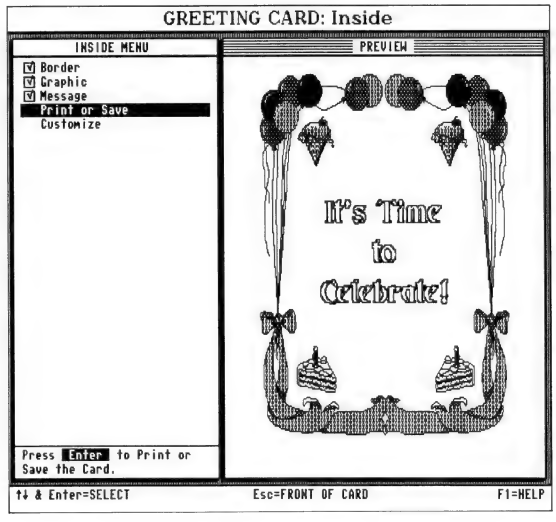
   The Preview Window displays the selected border.

2. Specify the graphics.
   - Press **ENTER**.
   - Specify the *Small Corners* placement (it's the twelfth layout in the list) and press **ENTER**.
   - Select the *GRAPHICS* file and press **ENTER**.
   - Select the *Ice Cream* graphic and press **ENTER**.

   Notice that the graphics are overlapped by the border a little bit. We will fix this later.

   This time, let's change two of the graphics.
   - Press the arrow keys until the graphic in the lower left corner is highlighted.
   - Press **C** to change the graphic. The list of graphics appears in the Menu Window with the Ice Cream graphic highlighted.
   - Select the *Cake Slice* graphic. The Cake Slice replaces the Ice Cream graphic. Now change the graphic in the lower right corner.
   - Press the right arrow key once.
   - Press **C** to change the graphic. This time the Cake Slice is highlighted. Press **ENTER**.
   - Press **ENTER** again to finish graphics selection.

3. Enter the message.
   - Press **ENTER**.
   - Select the *Ventura* font.
   - Specify the *Outline* type style.
   - Type **It's Time** and press **ENTER**.
   - Type **to** and press **ENTER**.
   - Type **Celebrate!** Do not press ENTER.
   - Press the **F8** Function Key to center the message in the text area.
   - Press **ESC** or **Ctrl-ENTER**.



CUSTOMIZING THE GREETING CARD

Once you've created your card, you can change it to add your own creative touch. For this exercise, you'll be flipping one of the Cake Slices for a more balanced look, and you'll move the graphics away from the border a little bit so that they don't overlap. We'll also show you some other features that you might like to try.

1. Use the Customize feature to change the look of the inside of the card.

   - Move the highlight to *Customize* and press **ENTER**.

   A message box gives you the opportunity to save your work, which is not a bad idea!

2. Save your work in case you don't like the changes you make. You will not need to enter a file name, because The Print Shop is just saving a temporary working copy of your project under a special name so that if you make a mistake in Customize, you can restore your project to what it was before entering Customize and start over again.

   - Select *Save a temporary copy and then enter Customize.* If you are using a computer with floppy disk drives only, you will need to insert a formatted disk into drive B.

   When the program is finished saving the design, you are in Customize and a list of commands appears in the Menu Window, with a large blinking cursor around the border.

3. Flip the Cake Slice in the lower right corner horizontally.

   - Press the arrow keys until the Cake Slice in the lower right corner is highlighted.
   - Press **F** to select the Flip command.
   - Press **H** to flip it horizontally.

4. Move the graphics in from the border.

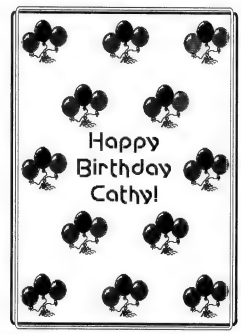
   - Press the arrow keys until the Ice Cream graphic in the upper left corner is highlighted.
   - Press **M** to select the Move command.

- Press the down arrow key once and the right arrow key once. This should be just enough to keep the graphic from being overlapped by the border. You can also use the Shift key with the arrow keys to move graphics a pixel at a time.
- Press **ENTER** when you have placed the graphic where you want it.
- Move the other graphics in from the border, too, so they are not overlapped.

After you have moved all four graphics, you can just press **ESC** to leave Customize, but if you would like to experiment some more, try some of the other Customize commands.

5. Change the text to graphics and move the message.
   - Press the arrow keys until a line of text is highlighted.
   - Press **T** to change the text to graphics.

   This conversion allows you to manipulate the text as though it were a graphic. Once you make this conversion, you can no longer edit the text. This command converts all the text to graphics and cannot be undone.
   - Press **ENTER** to confirm your choice of changing text to graphics.
   - Press **M** to select the move command.
   - Press the arrow keys to move the text (which has now been changed to graphics) anywhere on the screen.
   - Press **ENTER** when you have decided where to place it.
6. Experiment with the other Customize commands.
   - Stretch and shrink your graphics to any size or shape. Enlarge or reduce them proportionally. Align them to the center of the page automatically. If you have a color printer, choose colors for the different graphic elements. You can even insert some more graphics, or clone the ones that are already there!
7. When you are finished experimenting, you may want to restore your design to the way it was before you entered Customize. (Don't forget to flip the Cake Slice and move the graphics again after you restore.)
   - Press **R** to restore the design.
   - Follow steps 3 and 4 above to flip the Cake Slice and to move the graphics away from the border.
8. Press **ESC** to indicate you have finished making changes to the inside of the card.



SAVING AND PRINTING THE CARD

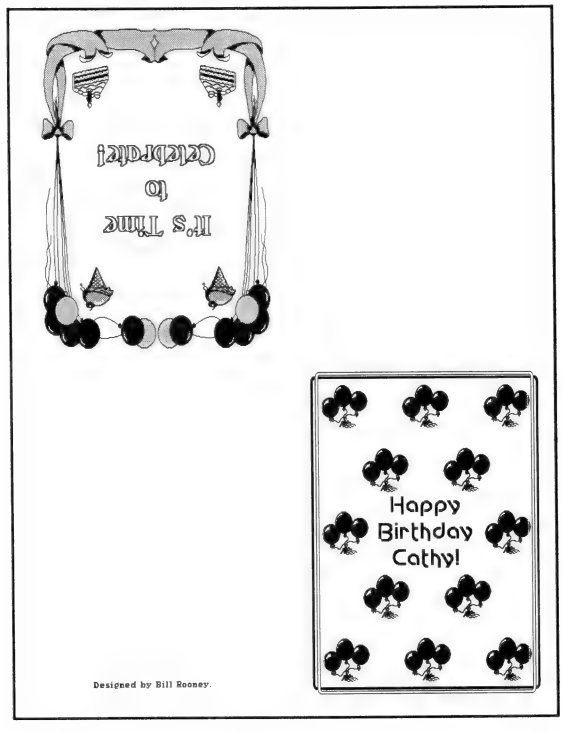
You are now ready to give yourself credit on the back of the card and then save the card and print it.

1. Select *Print* or *Save* from the Inside Menu.
2. Select *Give Yourself Credit.*
3. Create the credit.
   - Type: **Designed by (your name).** Press **ENTER**.
4. Save the completed card.
   - If you don't have a hard disk, insert a formatted data disk in drive B.
   - Highlight *Save Design* and press **ENTER**.
   - Type in an appropriate filename and press **ENTER**.
   - Type in an appropriate description of the card and press **ENTER**. You can use this description to help you identify your design later.
5. Test the paper position.

   For best results, your paper must be positioned correctly in the printer.
   - Turn on your printer and make sure it is connected to the computer and "on-line," i.e. ready to receive information from your computer.
   - Highlight *Test Paper Position* and press **ENTER**.

   The printer should print a fine row of dots across the page. Ideally, these dots will run directly over the horizontal perforations on your pinfeed computer paper. (If you are using a laser printer, this test is not necessary and will have no effect.)
   - If the dots do not print on the perforation, readjust your paper and select *Repeat* until a new test line does align properly. Note that the paper will automatically advance 1/72″ each time this test is repeated. In this way, you may advance the paper very accurately by repeating this test a number of times.
   - When the paper is aligned properly, select *Done* and you will return to the Print or Save Menu.
6. Print the card.
   - Be certain that your printer is connected to the computer and turned on.
   - Highlight *Print* and press **ENTER**.

Your greeting card will be printed on one side of a sheet of paper (half upside down, half right side up in alternate corners). You then fold the sheet to create the card. Be careful not to smear the ink when you fold the card.



All you have to do is sign and deliver it. Try using some of the color paper and envelopes which are included with the program to liven up your card.

A typical Print Shop project involves these basic steps:

- Select a border
- Choose and place the graphics
- Enter a message
- Make changes
- Save the project
- Print the project

Specifying the Files

When you select the border, graphic, and message, The Print Shop looks for the files containing the designs and fonts on the disk drive or directory you specified when you installed the program.

For example, in the Quick Start tutorial, you used graphics from the file "GRAPHICS," and borders from the file "THIN."

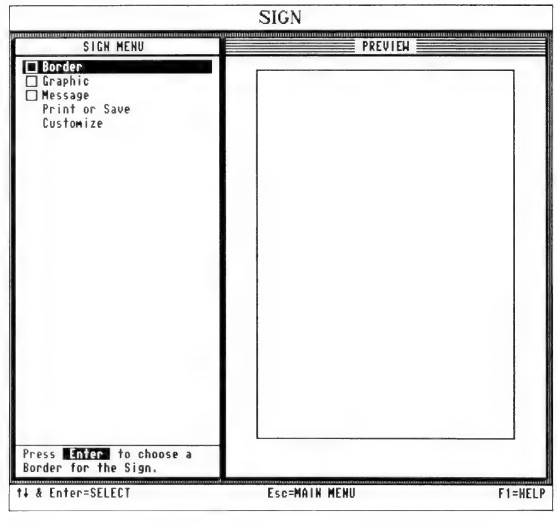
You can always use files from a different disk drive. When the list of designs or fonts is displayed, press the **F9** Function Key. When the available drives are listed, select the drive you want to use. Once you choose the drive, The Print Shop automatically lists the design and font files on the disk in that drive so that you can choose from among them.

Using Other Graphics and Font Files

This version of The Print Shop comes with all new borders, graphics, and fonts. You can also use the graphics and font files from an earlier version of The Print Shop, files you have created yourself, or files from Graphics Libraries. If you are using files from an earlier version of The Print Shop, you must convert them as described in Chapter 2: *Getting Started.*

SELECTING A BORDER

You can place a border around greeting cards and signs. You can also place trim on banners. Once you specify the project type—greeting card, poster, etc., the Project Menu is displayed.



Specifying the Border File

When you select Border, The Print Shop displays a list of the Border files on the default drive (the drive you specified when you installed the program). The borders are grouped in files. One file contains a variety of thin borders used in the original Print Shop; the other contains an exciting new array of wide borders with greater detail and more graphic interest than the original thin borders. The type of border you use depends on your intended use and the graphic layout you choose.

Move the highlight to the file that contains the border you want to use, and press **ENTER**. If you want to specify a different disk drive, press **F9**.

Choosing a Border

Once you have specified the Border file you want to use, a list of borders appears with a sample of the highlighted border displayed in the Preview Window.

To add a border to your project, move the highlight to the border you want to use, and press the **ENTER** key. The Preview Window displays the project with the border you selected.

If the list of borders is longer than can be displayed on one screen, an arrow appears near the menu title. The arrow indicates the direction you can move to see more of the list.

If you don't want a border on your project, simply do not select Border from the Project Menu.

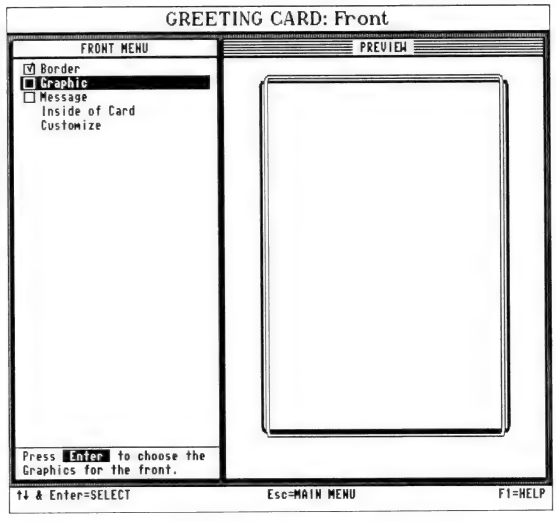
Changing the Border

If you change your mind and want a different border than the one you've selected, simply choose Border again. (It doesn't matter that Border is already checked.) A box will appear giving you the following options:

- Choose a new border
- Delete the border without selecting a new border
- Leave the border unchanged.

CHOOSING AND PLACING THE GRAPHICS

Choosing a graphic is very similar to choosing a border. Begin by selecting *Graphic* from the Project Menu.



Selecting the Layout

When you choose Graphic, a list of possible graphic arrangements is displayed. As you move the highlight through the choices, the preview illustrates the layout. Press the **ENTER** key when the layout you want is highlighted. One of the layout choices is *Full Panel.* Choose it if you want to use one of the special full panel graphics that come with the program.

Full Panel Graphics

Full panel graphics are high resolution graphics specially designed to utilize the entire graphic area in greeting cards and signs. They can also be used in banners. Letterheads and calendars have letterhead full panels, which take up the whole top or bottom of a letterhead.

The procedure for choosing a full panel graphic is exactly as described above except the full panel graphics are on Data Disk 2. If you are using a two-floppy system you will have to swap the disk in drive B with Data Disk 2. (If you are using 3.5″ disks, there is no need to swap the disks, since all of the graphics fit on one Data Disk.)

Specifying the Graphics File

Once you have chosen the graphic layout, the graphics files on the drive will be listed. The files group the available graphics as high resolution, color, patterns, or original images. (Color files only appear if you have chosen a color printer. Original files are graphics in the original Print Shop resolution and only appear if you have converted some of your old graphics. See page 7.) Move the highlight to the file which contains the type of graphic you want and press **ENTER**.

If you plan to use more than one type of graphic, choose the one which will be displayed most often.

Choosing a Graphic

Once you have specified the graphics file to use, a list of the available graphics will be displayed with the highlighted image illustrated in the Preview Window.

To choose a graphic, move the highlight to the graphic you want and press the **ENTER** key. The preview displays the project with the image in the layout you specified.

If the list of graphics is longer than can be displayed on one screen, an arrow appears near the menu title. The arrow indicates the direction you can move to see more choices.

You can also choose a graphic by number. To do this, simply press **F2**. Then type the number of the graphic you want in the box that appears on the screen.

Using More Than One Graphic

You can replace any individual graphic with a different one.

Use the arrow keys to move the highlight to the graphic you want to replace, and press **C** to change it. Then select another graphic following the procedure outlined above.

Customizing the Graphic Layout

If you choose a layout that contains several graphic positions, you may want to create a customized layout by placing the graphics in some but not all of the positions shown.

The selected graphic is outlined by a blinking cursor. You can move the selection outline by pressing one of the arrow keys. Once a position is selected, press the **Spacebar** to delete the graphic in that position. To put a graphic back at that position, press the **Spacebar** again.

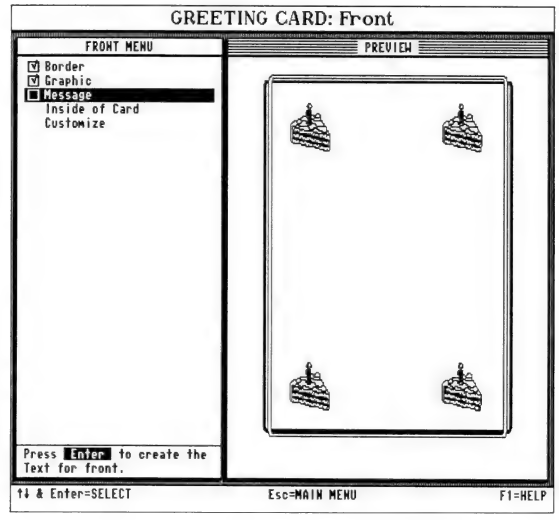
Changing the Graphic

If you change your mind after you have selected your graphics, simply choose *Graphic* again. (It doesn't matter that Graphic is already checked.) A box will appear giving you the following options:

- Modify your layout and graphics
- Choose a new layout and new graphics
- Delete the graphics without selecting new graphics
- Leave the graphics and layout unchanged

ENTERING A MESSAGE

The procedure for entering a message is very similar to choosing a border or graphic. Begin by selecting *Message* from the Project Menu.



Selecting the Font

Before entering a message, you must select the font that will be used for the message. A list of the available fonts is displayed with a sample of the highlighted font illustrated in the Preview Window along with a ruler so that you can judge the relative height of the font.

To select the font, move the highlight to the font you want to use and press the **ENTER** key.

If the list of fonts is longer than can be displayed on one screen, an arrow appears near the menu title. The arrow indicates the direction you can move to see more of the list.

Specifying a Style

Once you have chosen the font, you must specify which of five styles you want to use—solid, outline, 3-D, raised, or shadow. A sample of the highlighted font style is illustrated in the Preview Window. Highlight the style you want to use and press **ENTER**.

Enter the Message

A cursor appears in the Preview Window to mark where you begin typing. Type in your message. Press the **ENTER** key at the end of each line of text. The text is displayed in the Preview Window in a special system font that is calculated to allow enough room for the font you have chosen. Press **F10** to see the text in the font you selected.

When you are satisfied with the content and placement of your message, there are two ways that you can finish entering your text. You can press **ENTER** repeatedly until the cursor goes off the bottom of the screen. A message box comes up giving you a chance to go back to editing. If you use the ENTER key to get to the bottom of the page, and you used the F8 function key to center your text, the program centers not only the text that you have typed, but each blank line that you type after that text. Therefore when using F8, it is best to use a shortcut by pressing the **ESC** key or **Ctrl-ENTER**. Whichever way you choose, the message that you have typed will be displayed in the Preview Window in the font you selected and you will be returned to the Project Menu.

Specifying More Than One Font or Style

As you enter the text for your message, you can specify different fonts or styles for each line. Press **F3** to choose a different font. Press **F4** to choose a different style.

You can use as many as six fonts in one project. After you have specified six, you can change the font for the current line to any one of the six previously chosen fonts.

Changing the Message

If you change your mind and want a different message than the one you have entered, simply choose *Message* again. A box will appear giving you the following options:

- Edit the text
- Enter all new text
- Delete the text without entering new text
- Leave the text unchanged

EDITING THE MESSAGE

The Print Shop provides several editing commands so that you can fine tune your message. These commands are listed in the Menu Window or the info box.

F1	Get help
F3	Choose a different font
F4	Choose a different style
F5	Toggle between large and small text
F6	Align the current line of text to the left, right, or center
F7	Set the margins
F8	Center the text between the top and bottom margins
F10	Display the message as it will be printed
Up arrow	Move the cursor to the previous line
Down arrow	Move the cursor to the next line
Ins	Insert a name to be used with the Name File (see page 37)
ESC or Ctrl-ENTER	Finish text entry and return to the Project Menu

Specifying More Than One Font or Style

If you want to change the font or style of a line, use the up and down arrow keys to move the cursor to the line and then use the **F3** and **F4** keys to choose a new font or style. You can use as many as six different fonts on a project. In addition to the fonts that are provided with The Print Shop, you can use the two system fonts that the program itself uses. These fonts are called Tiny and Small. These are much smaller than regular Print Shop fonts and allow you to fit more text on a line. Because of their size, they are difficult to read on screen, so, depending on your display adapter, a special text editing box may appear at the bottom of the screen to make it easier to see what you are typing.

Changing the Text Size

Pressing the **F5** key switches the current line of text between small and large sizes. The Print Shop comes with fonts of several different sizes. If you need a smaller or larger size, try using a different font.

Aligning the Text

If you want a line aligned to the left or right margin or centered within the margins, use the **F6** key. Repeatedly pressing the key cycles the alignment through these choices:

- Left
- Right
- Center

Setting the Margins

The margins are automatically set according to the border and graphics you have selected, but you can change the margins if you wish. Press **F7** to display the Margin Selection Menu and set the margins.

1. Specify which margin to set—top, bottom, left, or right.

   A moveable line appears.

2. Use the arrow keys to move the margin line to the location you want. You can also use the **Shift** key with the arrow keys to move the margins in smaller increments.

3. Press **ENTER**.

   The Margin Selection Menu reappears.

4. Continue selecting and setting margins until you have them exactly as you want them. You can also *Restore* the margins to their original settings, or *Remove* them, which will move them to the very edge of the page.

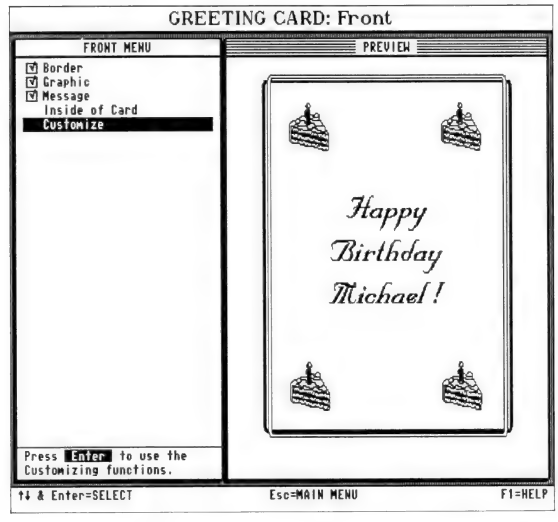
5. Move the highlight to *Done* and press **ENTER**, or press **ESC** to indicate that you have finished setting the margins.

Centering the Text

If you want to center your text between the top and bottom margins, press the **F8** key. Keep in mind that if you change the margins using **F7** it will affect how your text is centered on the page.

CUSTOMIZING THE PROJECT

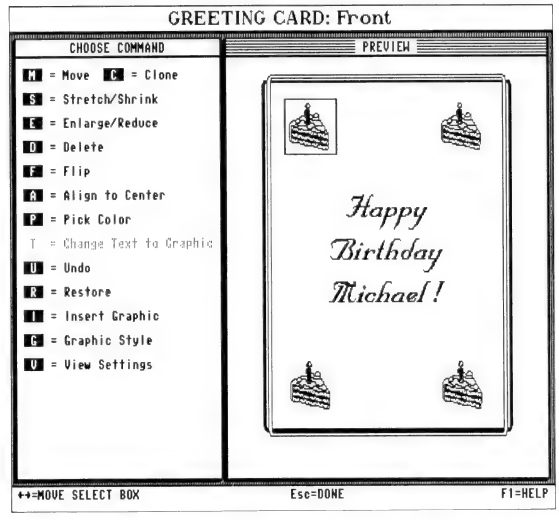
You can make changes to your Print Shop project at any time. If you want to make a change, choose *Customize* from the Project Menu.



When you choose Customize and press **ENTER**, a message box will appear suggesting that you save your work. It's a good idea to do this in case you don't like the changes you make in Customize. That way you can just choose the *Restore* command and you will have your original design back. Then you can try again.

Note: Saving here is not like choosing Save from the Print or Save Menu which saves your project on the disk under a file name that you choose. This save makes a temporary working copy of the project under a special file name which will be used if you decide to discard changes and restore.

Once you have chosen to save or not to save, the Customize Menu will be displayed with one of the elements of the preview highlighted.



The Customize Menu displays the modification choices available for the highlighted element of the project. (Unavailable choices appear dim.) For example, if the element is a graphic, almost all of the menu options are available, but if it's text, only five options are available.

Specifying the Element to Customize

Use the arrow keys to move the selection box to the element you want to Customize.

Type the first letter of the command listed on the menu. You can Customize your project in the ways described below. Choose *Undo* to reverse the last modification you made for all options except *Change Text to Graphic.*

Move

Allows you to move the selected graphic to a different location. After you choose Move, use the arrow keys to move the outline box to the new location. Press **ENTER** and the graphic will be redrawn. You can also use the **Shift** key with the arrow keys to move the box in smaller increments.

Clone

Makes a copy of the selected graphic. After you choose Clone, use the arrow keys to move the outline box to the location where you want the clone to appear. Press **ENTER** and the Clone is displayed in the Preview Window.

Stretch/Shrink

Distorts the selected graphic by changing its horizontal or vertical size. Use the arrow keys to stretch or shrink the graphic. Press the **ENTER** key when the graphic is the size and shape you want.

Enlarge/Reduce

Proportionally enlarges or reduces the size of the selected graphic. Use the plus (**+**) key to enlarge and the minus (**–**) key to reduce. Press the **ENTER** key when the graphic is the size you want.

Delete

Removes the selected element.

Flip

Flips the selected graphic element horizontally or vertically. Type **F** to select the Flip command, then type **H** to flip it horizontally or **V** to flip it vertically.

Align to Center Aligns the selected graphic horizontally, vertically, or both. Type **A** to select the Align command. Type **H** to align the graphic horizontally, **V** to align it vertically, or **B** to align it both ways.

Pick Color Allows you to choose a color for printing the selected element with a color printer. You may pick colors for each graphic or for the background.

Change Text to Graphic Changes all of your text into graphic elements, enabling you to manipulate the text with graphics commands, such as stretch, flip, and clone. You can create some very interesting effects with this modification.

Note that once text is changed to a graphic, you can no longer edit it with the text editing commands. Also, you cannot Undo this modification.

Undo Reverses the last action, with the exception of Change Text to Graphic which cannot be undone.

Restore Restores the earlier version of the project, if you saved it when you entered Customize.

Insert Graphic Inserts a graphic in the position you specify. You need to specify the size of the graphic, the file the graphic is in, and the graphic itself. A blinking box will appear in the upper left corner of your design. Using the arrow keys, position it where you would like to place the new graphic and press **ENTER**.

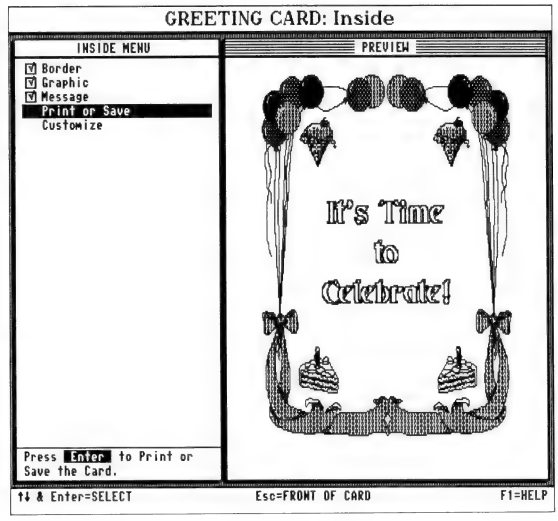
Graphic Style Creates special effects with graphics similar to those used for text. *Standard* prints the graphic itself; *Solid* clears an open area around the image, which is useful if the graphic overlays others; *Outline* creates an outlined version of the graphic; *3-D* gives your graphic a 3-dimensional effect; *Raised* gives the graphic an embossed look; *Shadow* makes the graphic appear 3-dimensional with a shadow around it.

View Settings Gives you useful information for individual elements. It shows you what type of item is currently highlighted, its size, position, and color, including foreground and background colors. The size of the item is given in pixels (the dots that make up the graphic). The position tells you the location of the upper left corner of the item and is a valuable tool for aligning graphics. It is also measured in pixels. The "memory used" gauge shows how much memory is available to make further changes.

Exiting Customize When you are finished customizing your creation, press **ESC**, and you will be returned to the Project Menu.

SAVING AND PRINTING

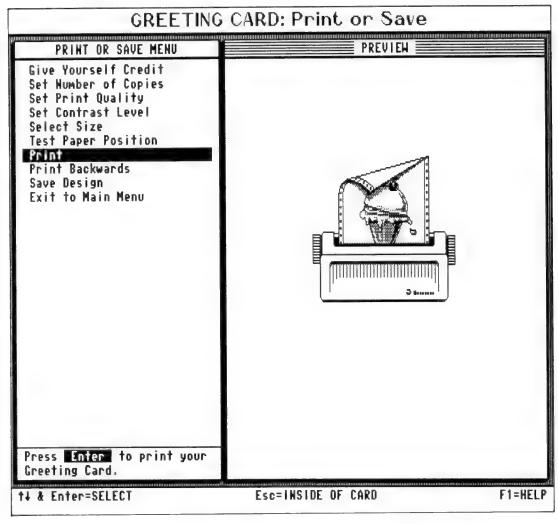
When you want to save or print the project you are working on, choose Print or Save from the Project Menu.



When to Save

If you are creating a complex project, you may want to save several times while you are working on it. Then, if the power goes off or some other interruption occurs, your work will not be lost.

The Print or Save Menu lets you do a number of different things.



Give Yourself Credit

You can add a line to the back of a side fold greeting card. You can give credit to yourself for creating the card, or to someone else—for instance, the author of a line of poetry you quote on the card. The credit line is only available on side fold greeting cards that are printed at 100% size.

Set Number of Copies

You can print as many as 99 copies of your project. **Important Note:** When printing multiple copies, be sure to pause printing periodically to avoid overheating your printer and possibly damaging your printhead.

Set Print Quality

This version of The Print Shop lets you print your project in standard draft mode or in a richer final mode. Final mode takes longer to print but results in a more professional looking product. It can also help compensate for a worn ribbon. You may want to use the faster draft mode to see a first draft of your output and then switch to final mode when you are ready to do your final printing. Most dot matrix printers support both draft and final modes. Consult your printer manual to see if your printer supports a double density (final) mode. In any case, selecting final print quality, even if your printer doesn't support it, will cause no harm. You will simply get the draft quality output.

Set Contrast Level

You can set the printing at one of four contrast levels. Reducing the contrast is particularly useful when printing posters. Lower contrasts also reduce printer wear and save on ribbons. In addition, reduced contrast will help if you are planning on coloring a banner with highlight pens or crayons. Note: This has no effect if using a laser printer.

Select Size

When printing greeting cards, this feature allows you to print small enclosure cards or place cards.

You can also print large posters, letterheads, or calendars, and print banners on two strips of paper. Printing large designs is a great way to make a big impact.

Test Paper Position

This feature allows you to position the page in the printer so that your project prints at the correct place on the page. There are two kinds of printer tests: standard and oversized. The standard test is for printing a single page. When you choose standard, the printer should print a fine row of dots across the page. Ideally, these dots will run directly over the horizontal perforations on your pinfeed computer paper. If not, readjust your paper and repeat the test until a new test line does align with the perforations.

The oversized printing test is for multiple page designs. It will print a small vertical line on the left of the page, then a row of dots. The vertical line should print at the very left of the paper. This cuts down on the amount of trimming you will have to do on a large poster. Not all printers allow you to shift the paper left and right. If this is the case with your printer, you will need to trim both sides of your pages.

Print

Select this option when your project is ready to print. Be sure your printer is turned on and properly connected to the computer.

If you are printing a multiple page poster, the top page of each vertical strip is numbered and small vertical lines are printed on the right edge of each page to help you align the paper. If you need to reprint part of a multiple page design, printing can only be restarted at the beginning of a continuous strip of the poster, not on a particular page.

Print Backwards

Use this option if you want to print a mirror image of the project you have designed. This is especially useful for making iron-on designs for putting on T-shirts.

Save Design

This option allows you to save the project to disk. Use this option for any project you may want to use again. This type of saving is not like saving when you enter Customize (which makes a working copy of the project in progress). This Save option makes a permanent copy of the project on the disk and allows you to save a description of your design along with it. If you would like to save your design on a different disk drive than the current one, press **F9** and a list of available drives will be shown. Highlight the drive you want to save to and press **ENTER**.

Exit to Main Menu

Select this option when you want to begin another project or end the current work session. When you choose this option, a Message box will remind you that if you return to the Main Menu without saving, you will lose the work you have done.

5. THE PROJECTS

GREETING CARD

The Print Shop lets you create beautiful, cleverly designed cards for all occasions in just a few minutes. Each card can be entirely your own creation inside and out. Or if you prefer, you can use one of the ready-made cards that comes with the program.

You begin by selecting Greeting Card from the Main Menu. You can then choose to create a new card, use one you have already designed, or use one of the ready-made cards. Whichever you choose, you can make changes to create exactly the card you want.

Design Your Own

When you choose this option, you can create a one-of-a-kind card for any occasion. Following the steps outlined in Chapter 3, *The Basics,* you create the front and inside of a card. You can use a border, place one or more graphics, and enter a message in one or more fonts.

While you are designing the card, the Preview Window on the right side of the screen shows your creation. In this way, you know exactly what your card will look like before you print it. If your computer system is equipped with an EGA or VGA card and monitor and you have chosen a color printer, you may preview the card in full color by simply pressing Alt-F10 when you are at the Project Menu.

Try out different ideas and combinations. It's easy to go back and make changes. Hint: A side fold card allows you to enter about twice as much text as a top fold card will.

Use a Ready-Made

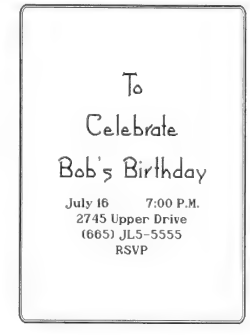
The Print Shop comes with a collection of ready-made cards which are ready to print. You can use them as they are or make changes to add a personal touch.

Load a Saved Card

When you create a card you especially like, you can save it on a disk. Then when you want to use it again, simply choose the *Load a Saved Card* option and choose the name of the card you want from the displayed list. If the card is in a different disk drive, press **F9** to change to that drive.

Personalized Greetings

Use the Name File feature to make a mailing list and create personalized greetings for everyone in your address book. (See the next chapter for exact details of this feature.)



SIGN, CERTIFICATE, AND POSTER

You can use The Print Shop to create a variety of eye-catching signs, certificates, and posters. Signs and certificates are one page in size, but posters can be as large as 10 pages by 10 pages. The program will print your posters in such a way that you can tape the pages together to create an unbroken picture with text.

All of The Print Shop's graphics and fonts are available for these projects. The large full panel graphics are designed with more detail and are particularly well suited for posters. You can mix fonts and use as many graphics as will fit on the pages you print.

Signs

Print Shop signs are an effective, creative, and economical way to post policies, announce meetings, and other activities. Throw away the stencils and press-type, reduce your printing costs—Print Shop signs are practically free.

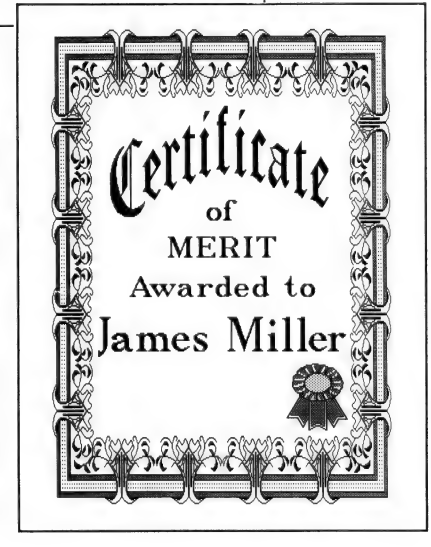
Certificates

Print Shop certificates acknowledge achievements great and small. Use the included full panels to create certificates to reward an entire team or to acknowledge the achievements of one special person.

Posters

Create dramatic posters up to 10 pages by 10 pages in size. Full panel graphics are very effective—or make an arrangement of several related smaller graphics to create your own striking picture. If you like, you can also add words to your poster.

The process of creating a poster is the same as creating a sign, except that you choose a larger size when you get to the Print or Save Menu. The poster is printed in vertical strips that you then join together. The top page of each vertical strip is numbered and small vertical lines are printed on the right edge of each page to help you align the paper. Be sure to start on a large flat surface and be careful to line up the pages exactly.



LETTERHEAD

You can use The Print Shop to create impressive-looking business letterhead, elegant personal stationery, and informal notes, complete with logos, graphics, and ruled lines. By saving the designs you create, you'll be able to produce inexpensive, high quality letterhead anytime you want. You can alter your designs—changing a name, address, or phone number, perhaps—quickly and easily without additional expense. The Letterhead feature also allows you to produce eye-catching banners with graphics throughout it by printing the Letterhead in a large size.

Graphics, text, and ruled lines can be used at both the top and bottom of your letterhead. The procedure for designing both areas is the same.

Graphics

Small, medium, and full panel graphics are available. The Print Shop's large size graphics cannot be used in Letterheads. You can use as many different graphics as will fit in the layout you choose. Experiment to find the combination that best conveys your message or personality.

Text

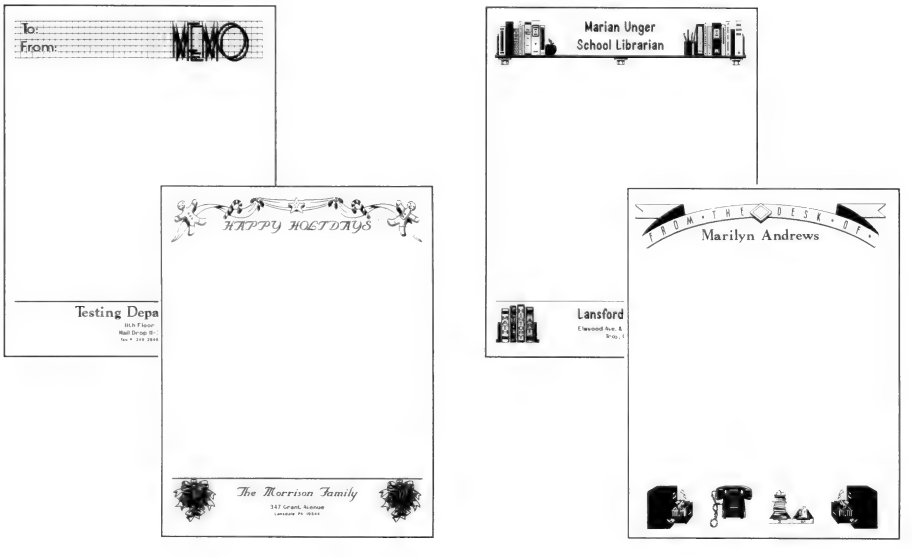
You can have several lines of text, depending on the size of the font(s) you choose. Begin by selecting the font and style you want for the first line, the name line. Type in your text and press **ENTER**. The next line, and all lines thereafter, are address lines and will default to a system font called Tiny. Because this font is too small to preview in the same way as larger fonts, a special zoom box appears at the bottom of the screen, so you can see what you are typing. At the same time, a gray box is drawn in the preview window to show how much room the text will occupy. To change the font for any line, press **F3** when the cursor is on that line. The preview window will show you whether your text will fit when printed in the new font. Try out different combinations to find out what works best.

Ruled Line

Choose a thick, thin or double ruled line to separate the top or bottom of your letterhead from the rest of the page. If you don't want a line to be printed, simply select "No Line."

Making a Banner from a Letterhead

To make a unique banner, design a Letterhead top. Full panel graphics are particularly effective for banners and give you choices not available in the Banner mode itself. When you are finished, print your design in a size larger than one page. The design will be centered on the pages, with about half a page left over on each side. For instance, if you print a Letterhead at 2 times the normal size, it will print on three pages and will be centered across those three pages. Any Letterheads that are 7 times the normal size or larger, will be two pages long vertically. Join the pages together to form the banner. Trim the sides if you wish.



BANNER Print Shop banners are better than ever. You can design them horizontally or vertically, and print them in single or double widths. You can even use a wide carriage printer to make banners that are truly humongous. With exciting new single and full panel graphics, Print Shop banners are a perfect way to cheer on the team, point the way to a garage sale, welcome someone home, or express congratulations in a really big way.

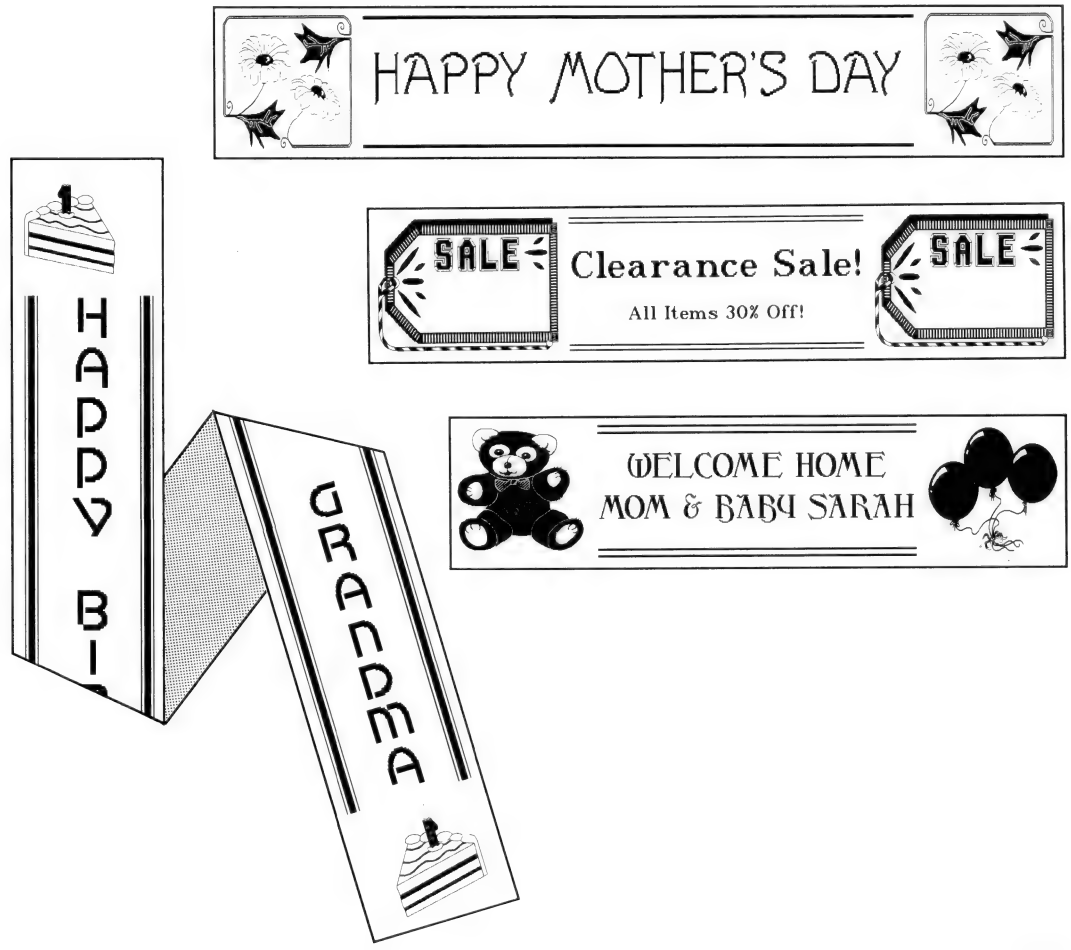
Graphics Large and full panel graphics are available for Banners. You can combine them in a variety of different ways for exciting visual effects.

Text You can have two lines of text on a horizontal banner; one line of text on a vertical banner. If you have two lines, both will be in whatever font you select. You can, however, choose a different style for each line. You can also choose to have either the top or bottom line printed larger.

Trim Trim runs along the top and bottom of the text on a horizontal banner, and along the sides of the text on a vertical banner.

Previewing Most banners are too long to appear in the usual preview window. Therefore, to preview your banner you must select "Preview" from the Banner Menu or press F10 as you are working on one of the various elements. You will then see the first part of your banner. Press **ENTER** to see more of the banner and keep pressing **ENTER** until you have seen it all.

Selecting Size Banners can be printed either one strip or two strips wide. In addition, if you have a wide carriage printer, you will be able to print strips that are either eight inches or 14 inches wide. Once the strips are printed, join them together to form your banner.



CALENDAR

You can create daily, weekly, monthly, and yearly calendars using The Print Shop's calendar formats. Print Shop calendars, customized with text and graphics, make great gifts and are useful additions to your busy life. Note that the program automatically reads the date from the computer's calendar, so if your computer does not have a clock, be sure to enter the correct date when you turn on the machine. The Print Shop can create a calendar for any year from 1901 all the way up to 9999!

Creating a Calendar

Each type of Print Shop calendar has three parts: top, middle, and bottom. You begin by designing the top. You can choose graphics and a ruled line to separate the top from the rest of the calendar. Select *Message* to have a date appear at the top of the calendar and to add any text that you want. Note that if you omit this step, no date will appear. All lines of text will be in the same font and style you originally select unless you change them using the edit commands.

When you are done designing the top, proceed to the middle. Your options here will vary, depending on the type of calendar you are creating. (See descriptions below for details.) Special editing commands, displayed on the screen, will help you design the middle of your calendar. The bottom is designed in the same way as the top, except that a date will not appear.

Yearly

Create a calendar for an entire year. If you have a color printer, you can choose a color for the middle section of the calendar.

Monthly

Once you specify the month and year, your monthly calendar displays an accurate layout of the days in the specified month. Mark special days with meaningful graphics and text.

Weekly

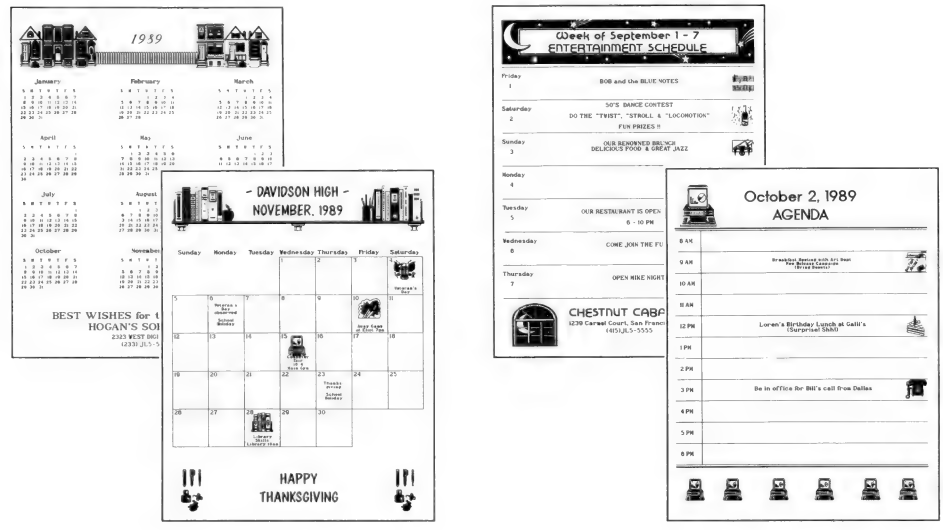
Create a calendar depicting activities for each day of the week. The calendar will begin with whatever day you choose. You can add a graphic and up to seven lines of text for each daily slot.

Daily

Each day is divided into hourly slots, 8 a.m. through 6 p.m., for precise schedule keeping. You can add a graphic and four lines of text to each slot to note your daily appointments or projects .

Large Calendars

Extra large calendars are handy for schoolrooms and offices or for scheduling a busy family's activities. When you choose a large size, the calendar will be printed in vertical strips. The design will be centered over the pages, with half a page left over on each side. Join the strips together to form the calendar. Trim the sides if you wish.



6. SPECIAL FEATURES

The Print Shop has several special features that add to its versatility. The Name File allows you to add individual names to greeting cards, certificates, or other projects automatically. Quick Print lets you print out graphics and text in any available Print Shop font independently of Print Shop projects. You can use the graphics and text for paste-up in some other project. The Graphic Editor allows you to modify Print Shop graphics, adding your own creative touches. Finally, the Setup utility allows you to set up your system to work with new printers and different printer ports.

NAME FILE

The Name File allows you to automatically add names from a name list to your Print Shop projects. You create a master name file and then specify which names you want to use in a particular project. When you enter text for the project, you press the **Ins** key (on the Numeric Keypad) where you want the name to be printed. <NAME> appears in the Preview Window to show where the name will be inserted.

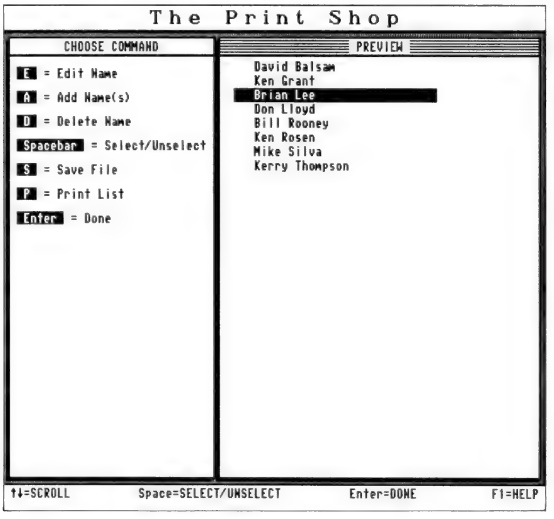
When you are done designing your project, choose *Print* from the Print or Save Menu. You will be asked if you would like to select names to merge into your project. If you haven't selected the names to use in your project yet, this is a good opportunity to do so. (See below for details on how to select names.)

You will also be asked if you would like to merge first names only, or both first and last names. If a name is too long to fit, the program will give you a choice of skipping the name or returning to the Print Menu. If you skip the name, the program will print all of the other names that fit. If a name does not fit, you may want to try a smaller font or change the design of your project a little bit.

After you have answered these questions, your project will be printed out automatically. You'll have a series of certificates, greeting cards, or whatever—each personalized with one of the names you selected from your list.

Keeping the Name File Up-to-date

Begin by selecting Name File from the Main Menu. When you first use the Name File, it contains the names of some of the people who worked on The Print Shop. You can delete those names if you like. (Or invite us to your parties!) Then you can add your own names by using the Add Name option. The choices available in the Name File Menu are:



Edit Name

To edit a name on the list:

- Move the highlight in the Preview Window to the name you want to edit.
- Type **E** to bring up the edit name box.

  The highlighted name appears in the box with the cursor at the end of the name.
- Use the **Backspace** key to erase letters until you can make the necessary correction. Then type the name as you want it to appear on the list and press **ENTER**.

Add Name(s)

When you choose *Add Name*, the add name box appears. Type the name you want to add and press the **ENTER** key. The name will be added to the list in alphabetical order.

Note: If you use a middle initial, a suffix (like Jr., or III), or a title (like Mr., Ms., or Dr.), these will affect the alphabetical order and how the name gets printed. For instance, the name "Bob Smith, Jr." will be placed between Samuel Johnson and Arthur Hall, instead of between Nancy Sampson and Alice Tyler where it belongs. In addition, entering "Dr. Miles Hampton" as a name will cause just "Dr." to be printed if you choose to have only first names printed.

You can continue to add names in the same manner until all the names you want are in the list. If you enter a name twice, it will appear in the list twice. When you are finished, press the **ESC** or **ENTER** key.

Delete Name

You can delete any name from the list:

- Move the highlight to the name you want to delete.
- Press **D** for Delete Name.

  The delete name box displays the name you have selected and asks you to confirm that you do want to delete the name.
- If you want to delete that name, press **ENTER**.
- If you do not want to delete the name, move the highlight to *Cancel* and press **ENTER**.

Save File

When you have completed the list, press **S** to save the list. Once saved, you can use the list again and again.

Print List

You can print the list so you will have it to refer to when you aren't using the computer. Just press **P** for Print.

When you have completed your work on the Name File, press **ENTER** to return to The Print Shop Main Menu.

Selecting the Names to Use

When you want to use names from the list, move the highlight to the name you want and press the **Spacebar**. A check marks the selected names. If you change your mind about using a name, just move the highlight to the name and press the **Spacebar**; the check disappears and the name is unselected.

QUICK PRINT

This feature allows you to print out strips of text or Print Shop graphics independently of a Print Shop project. You can then use the text or graphics in any way you want—for example, to paste into a different, non-Print Shop project. All the many fonts and graphics in any Print Shop library are available for use with Quick Print.

When you select Quick Print from the Main Menu, you will be asked to select text or graphics. If you select text, you can choose any font from the library of fonts. You can then enter as much text as the width of a page will hold—approximately 40–60 characters, depending on the size of the font you select.

When you choose to quick print a graphic image, you must specify which list contains the graphic and then indicate the graphic you want. When you have entered your text or selected your graphic, the Print Menu will appear. If you want to print in color, you can choose to do so now. Once you have made your printing choices, select *Print* to print out your text or graphic.

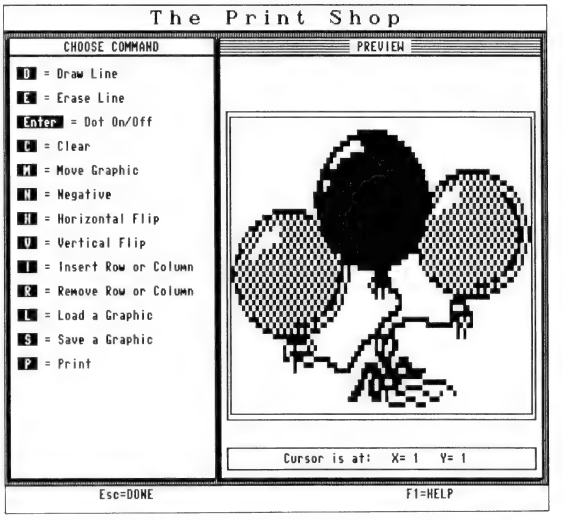
GRAPHIC EDITOR

The Graphic Editor lets you create your own graphics or add your own creative touches to existing Print Shop graphics, personalizing and changing them in a variety of interesting ways. You can use this feature to add lines, turn dots on and off, and flip the image. You can also edit graphics from the original Print Shop, once they have been converted. The Graphic Editor does not allow editing of full panels or multicolor graphics.

This new version of The Print Shop has three different sized graphics—small, medium, and large—which it uses to give you the maximum resolution for the graphic layout you have selected. The Graphic Editor allows you to create or edit only small graphics. When this graphic is used in layouts requiring medium and large sizes, your modified image will be scaled appropriately. This may result in a blockier image than graphics supplied with The New Print Shop or Graphics Libraries.

Once you have created or edited a graphic, you can save it to disk and use it in your future projects.

Begin by selecting *Graphic Editor* from The Print Shop Main Menu.



A small flashing cursor (dot) appears in the upper left section of the Preview Window. You can move the dot with the arrow keys. (You can also use the **Shift** key and the arrow keys to move the cursor quickly.) When you press the **Spacebar**, the dot below the cursor reverses color (dark to light or vice versa).

The menu gives you several other options:

Draw Use this option to draw lines on the graphic. Position the cursor where you want the line to begin and then press **D**. Use the arrow keys to move the cursor, which will draw the line as it goes. Press **ENTER** to finish drawing.

Erase This option creates a cursor which erases everything beneath it as it is moved.

Enter (Dot On/Off) Produces the same result as pressing the Spacebar; the dot beneath the cursor reverses, dark to light or light to dark. This allows you to use the left mouse button to place dots very easily.

Clear Erases everything in the Preview Window without changing any of the graphics stored on the disk.

Move This allows you to move your graphic around the screen by using the arrow keys. *Any part of your graphic that moves beyond the edge of the preview screen will be lost.*

Negative Changes the graphic to reverse video—all dark pixels become light and all light pixels (and blank areas) become dark.

Horizontal Flip Flips the entire Preview Window horizontally.

Vertical Flip Flips the entire Preview Window vertically.

Insert Row or Col Inserts a blank row or column at the cursor position. When you choose this option you will be asked to type **R** for row and **C** for column. When you insert a row or column, a row at the bottom of the image or a column at the right of the image will be deleted to make room for the insertion.

Remove Row or Col Deletes the row or column the cursor is in. When you choose this option you will be asked to type **R** for row and **C** for column. When you remove a row or column, the program adds a row at the bottom of the image or a column at the right of the image.

Load a Graphic This option allows you to work on a different graphic. You will be prompted to save the graphic you are working on, if you have not already done so. The procedure for saving your graphic before loading a new one is identical to the one outlined below for the Save command.

Save a Graphic This option allows you to save the edited graphic to disk. You will be given the opportunity of saving the graphic with the current filename or a new one. If you save it under the current filename, the graphic will be changed permanently. If you save it under a different name, you will have the original untouched graphic as well as the edited graphic.

The graphics that Brøderbund includes with The Print Shop cannot be altered and saved under the original filename. You must use a different filename in order to save any modifications to these graphics.

Print Prints the graphic as it has been edited. The graphic will be the same size as a small graphic printed in a greeting card.

Exit Press **ESC** to exit the Graphic Editor.

SETUP

You used the Setup utility when you installed The Print Shop program. You can also use it to specify a different printer for your system without going through the entire installation procedure again. To do this, simply choose Setup from the Main Menu and specify the printer you want to use and the port it is attached to.

Select "Exit to Main Menu" if you plan to use the new printer only in your current Print Shop session. Your original setup will be preserved, ready for you to use in subsequent sessions.

Select "Save Setup" if you want to make the new printer a permanent part of your Print Shop setup.

7. CREATIVE IDEAS

The Print Shop can be used in many creative ways. You will no doubt think up some creative new uses of your own, but here are just a few ideas to start you thinking about the open-ended possibilities.

Notepads

You can create informal, personalized notepads with graphics and text that express your personality. Be whimsical, be sincere, be creative. After you have designed and printed your letterhead, you can have it reduced at a photocopy store to produce notepad sized sheets.

Iron-on Transfers

Use a special heat transfer ribbon and the "Print Backwards" option to create iron-on transfers for T-shirts, club jackets, or scarves. Shirts decorated with Print Shop graphics make great gifts and are a handy way to outfit your club or team. Follow the ribbon manufacturer's instructions carefully.

Wrapping Paper

Make a Sign and use a tiled layout to produce unique wrapping paper. For a larger gift, print a larger Sign to cover it. Print Shop Signs can be as big as a garage door! So for that special surprise party, try printing a poster that's 10 pages high by 10 pages wide.

Name Tags and Gift Tags

Use the reducing capability of the Greeting Card mode for producing name tags, gift tags and much more. You could throw a dinner party with name tags for the guests, menus of the evening's courses, personalized place cards or place mats, and a banner to greet your arriving guests.

House Number Signs

Using the Banner mode of The Print Shop, you can print large, readable numbers for placement in a window to help people find your home or place of business easily.

Picture Calendars

If you have a dot matrix printer, it's easy to make a picture calendar by printing a vertical sign with an attractive full panel or some graphics, then leave the paper in the printer and print a monthly calendar on the next page.

Borders Anywhere On the Page

With the Graphic Editor and the Customize feature, you can put borders around anything. Just create a hollow shape in the Graphic Editor. Save your creation and load it into a Greeting Card or Sign. Use either the Stretch or Enlarge command in Customize to place your new border around anything you want.

Coloring with Crayons or Pens

If you don't have a color printer, you can brighten up your black and white printouts by hand. Certain graphics lend themselves especially well to further creative enhancement with crayons or felt tip pens. Create your own coloring books with giant graphics printed out in the Banner mode.

Sports Forms

You can create customized bowling league, golf, baseball statistics, or other sports related forms using The Print Shop. Design a letterhead with your team's name or logo and photocopy it on top of a standard scoring sheet.

8. PRINTER TIPS

DO'S AND DON'TS

When using The New Print Shop it is helpful to observe the following tips:

Adjusting Paper

Turn off your printer when adjusting paper vertically by turning the carriage. Turn it back on when ready to print.

If cards or signs are not centered horizontally on the paper, adjust the horizontal position of the paper in the printer. It may take a bit of trial and error to get it just right.

Use the Paper Position Test each time you print. (Not necessary when printing banners.) The Oversize Printing Test is especially useful for reducing the amount of cut and paste you will have to do when piecing together large projects.

Before Printing

Before you print, make sure:

1) the system is properly set up
2) the printer cable is connected
3) the printer power switch is on
4) the printer is on-line ("selected")
5) the friction feed is off, tractor on
6) paper is properly positioned

Changing Ribbons

When changing ribbons, turn off your printer and gently slide the print head to the center of the carriage before removing the ribbon or cartridge.

Printer Heat

Be aware that voluminous printing can cause your printer's print head to get hot. It is a good idea, when doing a lot of printing, to periodically give your printer a rest of a minute or two to cool down. This is especially important when printing multiple copies, large posters and extra long banners. If using a printer buffer, there are fewer pauses during printing, which might also cause heat build up.

Multiple Copies

If you are making large quantities of invitations, greeting cards, or flyers, you may want to make your original with The Print Shop and then have it copied at a local copy shop.

System Setup

After you run Setup and are sure your system is running properly, place a write-protect tab over the notch on your Print Shop disk.

DIP Switches

If your printer is misbehaving or The Print Shop doesn't work properly even with a printer listed on the Setup Menu, the DIP switches in your printer may have been changed from their factory setting. Consult your printer manual or manufacturer for instructions and settings.

WHAT TO DO WHEN . . .

Printer Doesn't Do Anything

Make sure the printer is turned on, on-line, and connected properly to the computer. Check that the printer's removable top, if any, is firmly in place. If the printer still doesn't work, go back to the Print Menu and check "Setup" entries.

Printer Acts Odd

Go back to the Main Menu and check "Setup." If the printer is still printing, turn it off and back on again. If your printer's DIP switches have been changed from the factory settings, reset them according to your printer manual's specifications. Each time you reset them, be sure to turn your printer off and on.

If your printer skips lines while printing your graphics, try turning off the "automatic linefeed switch" on your printer. This may be an option available from the front panel of your printer or it may be controlled via a DIP switch.

APPENDIX TIPS FOR ADVANCED USERS

File Names and Extensions

The Print Shop uses certain filename extensions throughout the program to distinguish one type of file from another. At times, it may be useful to know what these extensions are, especially when looking at a directory of your hard disk.

PSF **P**rint Shop **S**ystem **F**iles. Any file with this extension must be present in the same directory as the main program, PS.EXE.

PNM **P**rint Shop **Na**m**e** files corresponding to other graphic files. Every border and graphic file has a PNM file associated with it, which lists the names of the graphics in the file. It does not contain the graphic data.

POB **O**riginal style **B**orders. Thin borders have this extension.
COB Multi**C**olor **O**riginal style **B**orders.
PNB Wide (**n**ew) **B**orders.
CNB Multi**C**olor wide (**n**ew) **B**orders.

POG **O**riginal style **G**raphics. These graphics are saved on disks only in the small size. Patterns and any graphic files you create in the Graphic Editor have this extension.
PNG **N**ew style **G**raphics. These graphics are saved on disks in three sizes: small, medium and large, for the improved resolution available with The New Print Shop.
CNG Multi**C**olor **N**ew style **G**raphics.

PFV **V**ertical **F**ull panels.
CFV Multi**C**olor **V**ertical **F**ull panels.
PFH **H**orizontal **F**ull panels.
CFH Multi**C**olor **H**orizontal **F**ull panels.
PFL **L**etterhead **F**ull panels.
CFL Multi**C**olor **L**etterhead **F**ull panels.

PNF **F**onts (**n**ew style).

The following extensions are used when The Print Shop saves a design to a disk.

PSG **S**aved **G**reeting Cards.
PCG **C**olor saved **G**reeting Cards. Any Greeting Card that contains multicolor graphics uses this extension.
PSS **S**aved **S**igns.
PCS **C**olor saved **S**igns. Any Sign that contains multicolor graphics uses this extension.
PSL **S**aved **L**etterheads.
PCL **C**olor saved **L**etterheads. Any Letterhead that contains multicolor graphics uses this extension.
PSB **S**aved **B**anners.
PCB **C**olor saved **B**anners. Any Banner that contains multicolor graphics uses this extension.
PSC **S**aved **C**alendars.
PCC **C**olor saved **C**alendars. Any Calendar that contains multicolor graphics uses this extension.

There are some files that The Print Shop creates and saves on disk temporarily. Occasionally, you may see these on your disks.

0000SAVE.PSG This is the temporary file that gets created when you save a Greeting Card before you enter Customize. The extension changes to correspond with the type of design you are working on. For instance, if you are creating a Sign, the extension will be PSS; a Letterhead will be PSL, etc.

0000WORK.PW1 This is the temporary work file that gets created when you load a multicolor graphic into your design.

How to Use the SETUP Program

The SETUP.PSF file stores certain crucial information used by The Print Shop. The program comes with some default settings (shown below), but these are changed when you run the Install program and when you make your choices from the Setup menu. In most cases, you will not need to directly make changes to the SETUP.PSF file, however, advanced users may want to take matters into their own hands. If you choose to do so, make sure that you first understand how to edit an ASCII file. This can be done using EDLIN, a text editor, or a word processor that will read and write an ASCII file. If you are not familiar and comfortable with doing this, check a good DOS reference book or the manual for your text editor or word processor for more information. It is a good idea to work on a copy of the file until you have it the way you want it, and then rename it.

The format of the SETUP.PSF file contains these values on the original Print Shop disk. The capital letters after the explanations refer to the notes below.

Value	Explanation	Note
0	(Reserved for system use)	
1	Port type (1 = Parallel, 0 = Serial)	**A**
0	Port address (0 = LPT1/COM1, 1 = LPT2/COM2)	**B**
1	Sound (0 = Off, 1 = On)	**C**
0063	Screen colors	**D**
1	Keyboard buffer flush (0 = No, 1 = Yes)	**E**
0	Center text top to bottom (0 = Top, 1 = Centered)	**F**
256	(Reserved for system use)	**G**
310	(Reserved for system use)	
a:	Borders	**H**
b:	Graphics	
b:	Fonts	
b:	Full Panels	
a:	Name File	
b:	User saved files	
b:	Ready Mades	
b:	Color work file	
names.psf	Name of name file to use	**I**
Epson FX 80/85/86	Name of printer	**J**

Notes:

A. If you are using a parallel printer, this setting should be 1; if you are using a serial printer, this setting should be 0.

B. The Print Shop only supports port addresses 1 and 2. For example, if you are using a parallel printer attached to your first printer port, this setting should be 0 and the previous setting should be 1.

C. This setting is useful for a quiet office or school setting. A 0 turns the sound off, a 1 keeps it on.

D. This setting allows you to change the screen colors if you have an EGA display adapter and a color monitor. The first two digits indicate the foreground color (00 is black), and the second two digits indicate the background color (63 is white). You can experiment with these colors if you like. To get you started, the following table shows the primary EGA color values:

00 Black	56 Dark Gray
01 Blue	57 Light Blue
02 Green	58 Light Green
03 Cyan	59 Light Cyan
04 Red	60 Light Red
05 Magenta	61 Light Magenta
07 Gray	62 Yellow
20 Brown	63 White

E. Normally, your computer has a keyboard buffer so that you can type a few commands ahead of time. The Print Shop flushes the buffer every time it detects a key press so that the program doesn't get too far ahead of you. If you want to be able to type commands ahead of time, change this setting to 0. A setting of 1 causes the keyboard buffer flush to remain on.

F. When you enter the text entry portion of a Greeting Card, the cursor normally starts at the top of the page. Pressing the F8 function key centers the text between the top and bottom margins. If you find that most of your work calls for having text centered on the page, change this setting to 1.

G. Do not change the next two numbers. They refer to the minimum amount of data memory needed to run the program. The first number refers to the amount of memory needed to run the program using a monochrome printer, and the second refers to the amount of memory needed to run it using a color printer. If the program gives you an error message stating that there is not enough memory to run The Print Shop, try removing some device drivers or memory resident programs from your system.

H. The next eight settings determine where The Print Shop looks for various files. This is especially useful for hard disk users who want to store their Print Shop files in subdirectories. For instance, if you have a large collection of graphics, you might want to create a directory under your Print Shop directory called GRAPHICS. If you have already installed The Print Shop on your hard disk using the default settings, the setting for graphics now reads: C:\NEWPS\. If you create a new directory under your NEWPS directory called GRAPHICS, you can change this setting to read: C:\NEWPS\GRAPHICS\. You must include the backslash (\) as the last character. From now on, The Print Shop will look in the GRAPHICS subdirectory for your Print Shop graphics. You can do the same thing with fonts, full panels, the name file, all of the designs that you create and save yourself, the Ready Made designs that come with the program, and the work file that The Print Shop uses whenever you choose multicolor graphics. If you have a RAM disk, using it for the color work file speeds things up quite a bit.

I. The Name File that comes with The Print Shop is called NAMES.PSF and can hold up to 150 names. Sometimes, you might find it useful to have separate name files—for instance, one for friends, one for business associates. An easy way to create a new name file is by using DOS to copy the file NAMES.PSF to a new file called NAMES2.PSF. Then change SETUP.PSF so that NAMES2.PSF is the name file that The Print Shop uses. You can create as many name files as you want this way. Just remember to change the SETUP.PSF file whenever you change name files.

J. This line lists the name of the printer that you will be using with The Print Shop. Changing this setting does not change which printer the program will use, it only changes what appears in the Setup Menu. The only way to change printer drivers is by going into Setup and using the Select Printer command.

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Version for IBM/Tandy

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